


# Dual Career Ladder- Engineer 5

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	<b>Louisiana Department of Health (LDH)</b>	
	<b>Policy Number</b>	116.1
	<b>Content</b>	Dual Career Ladder- Engineer 5
	<b>Effective Date</b>	February 3, 2016
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If there is a discrepancy between an LDH Policy and a Program Office or facility policy, the LDH policy shall govern/overrule/supersede the conflicting section within the Program Office or facility policy.

## I. POLICY

In accordance with Civil Service Rule 5.9, LDH/OPH has established a Dual Career Ladder (DCL) program for the following engineer title:

Engineer 5-DCL

## II. PURPOSE

This policy established guidelines for the DCL program for the identified job title.

## III. APPLICABILITY

This policy applies to all eligible LDH- Office of Public Health, Engineering Services employees.

## IV. PROGRAM GOALS AND EXPECTATIONS

- Increase flexibility in meeting programmatic needs;

- Increase job satisfaction through promotion based upon technical expertise rather than supervisory/managerial responsibilities;
- Increase the efficiency of programs by allowing managers to focus primarily on managerial duties, while allowing technical experts to focus primarily on complex and technical issues;
- Promote continuous education and development within the organization.

## V. PROCEDURES

### Eligibility:

- Applicants for DCL positions must have received a PES rating of 'Successful' or 'Exceptional' for the most recent rating year.
- Applicants rated as 'Unrated' or 'Not Evaluated' shall be considered to have received a 'Successful' rating for DCL eligibility purposes.
- Every reasonable efforts shall be made to obtain performance information from previous employers of candidates employed at non LaGov paid agencies.

### Supplemental Qualifications:

- In addition to the minimum qualification requirements, applicants must have experience in designing and/or reviewing plans and specifications in accordance with regulatory codes for drinking water and wastewater.
- Requests for approval of supplemental qualifications will be submitted through LDH-HCM to the Staffing Division of the Department of State Civil Service accompanied by an updated job description for the DCL position to be filled.

## VI. SELECTION

- Newly created DCL positions must be filled competitively (with the exception of voluntary demotions or lateral transfers)
- Following receipt of the approved Referral List, and upon conclusion of the interview process, the Appointing Authority of Engineering Services will exercise final authority in selecting the qualified, successful candidate. ('Appointing Authority' means the officers and employees authorized by statute or by lawfully delegated authority to make appointments to positions in the State Service).

## VII. SCOPE OF USE

- Engineer DCL jobs will not exceed 25% of all funded/non-supervisory staff positions in the Engineers series of the department.
- Reporting requirements, essential functions, and supplemental qualifications will limit the scope of the OPH DCL program.

## VIII. PROGRAM REPORTING

- LDH will provide to LDH-HCM annual usage reporting detailing the use and effectiveness of the DCL program. LDH-HCM will submit this report to State Civil Service by July 31 each year. The reporting will include:
  - Progress toward DCL policy goals
  - DCL participant performance standards
  - DCL participant selection procedures and supplemental qualifications

## IX. REVISION HISTORY

Date	Revision
February 3, 2016	Policy created
	Policy revised
	Policy revised

